

PATENT 02581-P0316A WWW/SBS

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant	Hartmut Boche
Application No. 09/625,792	Filing Date: July 26, 2000
Title of Application:	Medical Instrument With A Non-Contact Readable Data Carrier
Confirmation No. 8313	Art Unit: 3764
Examiner	Fenn C. Mathew

Mail Stop Amendment Commissioner for Patents Post Office Box 1450 Alexandria, VA 22313-1450

Request to Withdraw Holding of Abandonment

On March 8, 2005, a Notice of Abandonment was mailed in the above-captioned case (copy attached as Exhibit A) due to "A notice of non-compliant amendment was sent on 06/09/2004. No reply has been received and the maximum period for reply has expired."

Applicant, through her duly appointed Attorney, hereby petitions the Commissioner to withdraw this holding of abandonment on grounds that the Office Letter mailed June 6, 2004 was never delivered to the Attorney's Office. In support of this Petition, Applicant encloses a statement by Attorney of Record showing that he has not received the

Mailing Certificate: I hereby certify that this correspondence is today being deposited with the U.S. Postal Service as *First Class Mail* in an envelope addressed to: Commissioner for Patents and Trademarks; Post Office Box 1450; Alexandria, VA 22313-1450.

Hanulit

May 9, 2005

Charlotte E. Hanulik

Page 2 Serial No. 09/625,792 Response to Official Action Request to Withdraw Holding of Abandonment

Office letter (attached at Exhibit B), and a copy of Docketing and Paper handling procedures of St. Onge Steward Johnston and Reens, LLC, the law firm representing Applicant (attached at Exhibit C). Also enclosed are a Calendar of Matters that have not been completed that were docketed for the date of July 9, 2004 (copy attached at Exhibit D), and a Completed Events Calendar showing all matters completed that were docketed for the date of July 9, 2004(copy attached at Exhibit E). Had the notice of non-compliant amendment been docketed it would have been listed on one of these two sheets.

Applicant submits that based on evidence presented in the above-mentioned documents this Notice of Abandonment was issued in error, and request that it be withdrawn. Applicant does not believe there is a fee due with this petition, however, ilf there is any fee deficiency, please charge Account No. 19-4516.

Applicant also respectfully requests that a copy of the non-received Office Action be re-mailed to Applicant's attorney.

Respectfully submitted,

Wesley W. Whitipayer, Jr., Registration No. 33,558

Steven B. Simonis, Registration No. 54,449

Attorneys for Applicant

ST.ONGE STEWARD JOHNSTON & REENS LLC

986 Bedford Street

Stamford, CT 06905-5619

203 324-6155



United States Patent and Trademark Office

UNITED STATES DEPARTMENT OF COMMERCE United States Patent and Trademark Office Address: COMMISSIONER FOR PATENTS P.O. Box 1450 Alexandria, Virginia 22313-1450 www.uspto.gov

FILING DATE	FIRST NAMED INVENTOR	ATTORNEY DOCKET NO.	CONFIRMATION NO
07/26/2000	Hartmut Boche	02581-P0316A	8313
90 03/08/2005		EXAM	INER
	N & REENS, LLC	MATHEW	, FENN C
	DEOEN/ED	ART UNIT	PAPER NUMBER
~# <u></u>	St Onne Steward Inhoston & Reens	3764	
\ \M\)		DATE MAILED: 03/08/200	5
	MAR 1 0 2005	16	
	ELE Was Server	to Posiv	e
	07/26/2000 90 03/08/2005 EWARD JOHNSTON STREET CT 06905-5619	07/26/2000 Hartmut Boche 90 03/08/2005 EWARD JOHNSTON & REENS, LLC STREET CT 06905-5619 RECEIVED St. Onge Steward Johnston & Reens MAR 1 0 2005	07/26/2000 Hartmut Boche 02581-P0316A 90 03/08/2005 EXAM EWARD JOHNSTON & REENS, LLC STREET CT 06905-5619 RECEIVED 3764 St. Onge Steward Johnston & Reens DATE MAILED: 03/08/200

Please find below and/or attached an Office communication concerning this application or proceeding.

	Application No.	Applicant(s)	
	09/625,792	BOCHE, HART	MUT
Notice of Abandonment	Examiner	Art Unit	
	Fenn C Mathew	3764	
The MAILING DATE of this communication app			ddress
The MAILING DATE of this communication app	sears on the cover sheet than are	· ·	
This application is abandoned in view of:			
 Applicant's failure to timely file a proper reply to the Offic (a) ☐ A reply was received on (with a Certificate of period for reply (including a total extension of time of 	Mailing or Transmission dated month(s)) which expired on	·	
(b) ☐ A proposed reply was received on, but it does			
(A proper reply under 37 CFR 1.113 to a final rejection application in condition for allowance; (2) a timely file Continued Examination (RCE) in compliance with 37	d Notice of Appeal (with appeal fee CFR 1.114).	e); or (3) a timely filed	Request for
(c) A reply was received on but it does not consti final rejection. See 37 CFR 1.85(a) and 1.111. (See	tute a proper reply, or a bona fide a explanation in box 7 below).	ittempt at a proper re	ply, to the non-
(d) ⊠ No reply has been received.			
 Applicant's failure to timely pay the required issue fee ar from the mailing date of the Notice of Allowance (PTOL- 	85).		
(a) The issue fee and publication fee, if applicable, was received on (with a Certificate of Mailing or Transmission dated), which is after the expiration of the statutory period for payment of the issue fee (and publication fee) set in the Notice of Allowance (PTOL-85).			
(b) ☐ The submitted fee of \$ is insufficient. A balance			
The issue fee required by 37 CFR 1.18 is \$ The publication fee, if required by 37 CFR 1.18(d), is \$			
(c) ☐ The issue fee and publication fee, if applicable, has i	not been received.		
Applicant's failure to timely file corrected drawings as rec Allowability (PTO-37).			
(a) Proposed corrected drawings were received on (with a Certificate of Mailing or Transmission dated), which is after the expiration of the period for reply.			
(b) No corrected drawings have been received.			
4. The letter of express abandonment which is signed by the applicants.	he attorney or agent of record, the	assignee of the entire	interest, or all of
5. The letter of express abandonment which is signed by a 1.34(a)) upon the filing of a continuing application.	an attorney or agent (acting in a rep	resentative capacity	under 37 CFR
6. The decision by the Board of Patent Appeals and Interference of the decision has expired and there are no allowed class	erence rendered on and becaims.	ause the period for so	eeking court review
7. ☑ The reason(s) below:			
A notice of non-compliant amendment was sent or period for reply has expired.	JEROME / PRIMAR YUSEN	DOE DEVIES OF RESE	the maximum
Petitions to revive under 37 CFR 1.137(a) or (b), or requests to without minimize any negative effects on patent term. U.S. Patent and Trademark Office PTOL-1432 (Rev. 04-01) Notice	Tagir us - T	37 CFR 1.181, should	pe promptly filed to
1 102 1102 (1101, 07 01)			

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant	Hartmut Boche
Application No. 09/625,792	Filing Date: July 26, 2000
Title of Application:	Medical Instrument With A Non-Contact Readable Data Carrier
Confirmation No. 8313	Art Unit: 3764
Examiner	Fenn C. Mathew

Mail Stop Amendment Commissioner for Patents Post Office Box 1450 Alexandria, VA 22313-1450

Statement By Wesley W. Whitmyer, Jr., Attorney Of Record, In Support Of Request To Withdraw Holding Of Abandonment Under MPEP §711.03(c)(II)

Dear Sir:

The undersigned hereby states that an Office Action mailed June 9, 2004 was never received by the Attorney for the following reasons.

- 1. St. Onge, Steward, Johnston and Reens LLC (further referred to as "SSJR"), wherein the undersigned is a partner, has been specializing in intellectual property law for many decades and is intimately familiar with the established practice of the U.S. Patent and Trademark Office.
- 2. SSJR strictly adheres to its Docketing, Paper Handling And File Maintenance
 Procedure (further referred to as "Manual") which was last revised on November 6, 2002
 and is attached hereto at Exhibit C.

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- 3. All mail received by SSJR is first date stamped by a Docket Administrator who then reviews it for need of docketing. One of the required docket entrees is Non-final Office Actions, as indicated by Manual (Exhibit C, §§A(1) & D(3)).
- 4. A required docket entry includes a nature of action to be taken and due date which are electronically entered into a Calendar for Matter corresponding to an Attorney Docket Number, as is indicated on a cover sheet of an Office Action. Had the Office Action been received, both a written description of the action and a due date (December 23, 2004) for reply should have been entered into a Calendar for Matter, as required by Manual (Exhibit C, §A(4)). No such entry can be found in the docketing sheets of matter number 02581-P0316A (Exhibits D & E).
- 5. Each docketed paper is to be delivered to a Secretary of attorney of record within a short period of time after it has been docketed and checked by the secretary for accuracy of docketing notation, as required by Manual (Exhibit C, §B(1)). Had any inconsistency been noticed, a paper should have been returned to the Docketing Administrator for correction. No corrections are indicated on the docketing sheets (Exhibits D & E).
- 6. Had the Office Action reached the Secretary of attorney of record, it should be have been added to a file jacket and given to an Attorney of Record for his review, as required by Manual (See Exhibit C, §B(3)). Thorough examination of the file jacket reveals that the Office Action has not been added.

- 7. Had the Office Action been added to the file jacket, the Attorney of Record should have assured accuracy of docketing entries, as required by Manual (Exhibit C, §C(2)). The undersigned has not seen the file jacket until a Notice of Abandonment was received on March 10, 2005.
- 8. Had the Office Action avoided somehow all of the above-listed procedural guards and appeared on the Attorney's desk separately from the file jacket, he should have immediately contacted a Docketing Administrator, as required by Manual (Exhibit C, §C(3)). The undersigned has never confronted the Docketing Administrator in reference to this particular matter.
- 9. Had the Office Action been docketed but not delivered to the Secretary of attorney of record and/or Attorney of record, an updated Docket List for each attorney, prepared weekly by the Docketing Administrator and including all items due within two months, should have included it (Exhibit C, §A (6)). Neither the Office Action nor the due date (July 9, 2004) appears on any of the docket lists (Exhibits D & E).
- 10. Had the Secretary of attorney of record and Attorney of record missed an inaccurate docketing entry, a Completed Events Calendar prepared by the Docketing Administrator should have indicated a nature of action and due date. No reference to the above-captioned application appears on the Completed Events Calendar on July 9, 2004 (Exhibit E).

All statements made herein of my own knowledge are true and all statements made on information and belief are believed to be true; and further, these statements were made with the knowledge that willful, false statements and the like so made are punishable by fine or imprisonment or both, under Section 1001 of Title 18 of the United States Code; and such willful, false statements may jeopardize the validity of the above registration.

Respectfully submitted,

Wesley W. Whitmyer, Jr., Registration No. 33,558

Steven B. Simonis, Registration No. 54,449

Attorneys for Applicant

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986 Bedford Street

Stamford, CT 06905-5619

203 324-6155

St. Onge Steward Johnston & Reens LLC

DOCKETING, PAPER HANDLING AND FILE MAINTENANCE PROCEDURES

Revised 11/06/02

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I. DOCKETING AND PAPER HANDLING

A. RESPONSIBILITIES OF DOCKET ADMINISTRATOR:

- 1. Date stamp all mail upon opening.
- 2. Review each paper for need to docket. If any question, check with responsible attorney, but do not leave with attorney unless docketed. If attorney cannot help at that time, fill out NOT DOCKETED card staple one to jacket and put one in Docketing file box.
 - a. Litigation matters will be distributed to and docketed by the Litigation Department with backup by Docket Administrator.
- 3. Note action to be taken and due date on date stamp on paper.
- 4. Enter docketing in computer database.
- 5. Check print-out against entry on paper; then initial by the person docketing the item to indicate that it has been docketed.
- 6. As new information comes in (filing dates, serial numbers, publication dates, etc.), it should be added to the Matter File.
- 7. Every Monday prepare an updated Docket List for each attorney, including all items due for two months.
- 8. Promptly complete, cancel, or reschedule items for which you have been given information from the attorney or assistant.
- 9. At the end of each month, review outstanding docket items and check with attorneys or assistants to see what should be completed, cancelled, or rescheduled.

B. RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANTS:

- Check each paper for docketing and for accuracy of docketing notation. No paper should be placed on any attorney's desk until accuracy has been checked.
- 2. If a paper has not been docketed or docketed incorrectly, return to docketing administrator.
- 3. Retrieve file, copy any Office Actions, tie all original papers into file before giving to attorney.
- 4. As new information comes in (filing dates, serial numbers, publication dates, etc.) it should be added to the file jacket.
- 5. Review docket for completed projects. Indicate docket entries to be completed, cancelled, or rescheduled. Also note whether a case has been abandoned or transferred.
- 6. Check accuracy of Matter File and file wrapper data against official filing receipt or other official papers.

C. RESPONSIBILITIES OF ATTORNEYS:

- 1. For new clients, circulate and follow instruction on new client checklist (attached at Tab 1).
- 2. Assure accuracy of docketing entries on docket stamp.
- 3. Do not permit an undocketed paper to remain on your desk see Docketing Administrator immediately.
- 4. Do not permit original papers to remain loose in the file or on your desk.
- 5. Promptly complete pre-issue checklist.

D. REQUIRED DOCKET ENTRIES FOR SPECIFIC PAPERS:

1. New U.S. Patent Applications

Upon receipt of a postcard confirming filing, the filing particulars of the new application should be entered in the computer database. New U.S. patent applications should be docketed with attorney's initials. If more than one attorney is responsible for the case, add the attorney primarily responsible for the case first.

a. Utility Patent Applica	tions.	Docket each case filing in the U.S. for:
Docketing	Code	Date
Information Disclosure Statement	IDS	3 months from filing date
Foreign Filing (only if not based on US prov. appln.)	F	1 year from filing date
b. Design Patent Applica	ation.	
Docketing	Code	Date
Information Disclosure Statement Foreign Filing	IDS F	3 months from filing date 6 months from filing date

c. Provisional Application.

Docketing	Code	Date
Utility Application Foreign Filing	U F	1 year from filing date 1 year from filing date

2. Notice to File Missing Parts.

Docketing	Code	Date
Declaration	DEC	2 months
Declaration, S.P.	DECF	6 mos. from office action
Drawings	DRWG	2 months
Drawings (6 mos.)	DWG6	6 mos. from office action

3. Non-Final U.S. Office Actions

a. Restriction Requirement

Docketing	Code	Date
Election	ELCT	1 month (or a period determined in office action)
Election, S.P.	ELEC	6 months

b. Rejection

Docketing	Code	Date
Amendment (3 mos.)	A3	3 months
Amendment (6 mos., S.P.)	A6	6 months

No extension of time beyond six months is possible.

c. Office Action in Reexamination. Extension of time only available if filed before elapse of period for response and on showing of sufficient cause.

Docketing	Code	Date
Amendment (2 mos., non-ext.)	A2	2 months

4. U.S. Final Rejections. When a Final Rejection is received, docket for:

Docketing Entry	Code	Date
Amendment F.R. (2 mos.)	A2F	2 months
Amendment F.R./Appeal (3 mos.)	A3F	3 months
Amendment F.R./Appeal (6 mos. S.P.	.) A6F	6 months

When an amendment or request for reconsideration is filed in response to a Final Rejection, the six month docket entry should **not** be deleted because it may still be necessary to file a Notice of Appeal.

5. U.S. Patent Office Notice of Appeal.

When a Notice of Appeal is filed, this starts a two-month time period for filing an Appeal Brief, which should be docketed for as follows:

Docketing	Code	Date
Appeal Brief	APBR	2 months from date of filing the Notice of Appeal
Appeal Brief, S.P.	APB6	6 months from date of filing the Notice of Appeal

6. U.S. Examiner Answer

Shortly after we file an Appeal Brief we will received an Examiner's Answer. This should be docketed as follows:

Docketing	Code	Date
Reply Brief	RPBF	2 months from date of Examiner's Answer
Request for Oral Hearing	RQOH	2 months from date of Examiner's Answer

7. U.S. Board of Appeals Decision

These decisions must be reviewed with the attorney regarding time limits or rejections as well as the need for appeal, and docketing entries relating to an appeal. They should be immediately docketed for:

Docketing	Code	Date
Request for Reconsideration	RCON	1 month from date of Decision
Appeal/CAFC or DC	CAFC	60 days from date of Decision

8. U.S. Notice of Allowance

Attach pre-issue checklist in form attached at Tab 2 and docket for:

Docketing	Code	Date
Issue Fee/Drawings Update for Patent Number	IF UPDT	3 months from date of Notice 5 months from date of Notice
9. Issuance of U.S. Patent		
Docketing	Code	Date
Maintenance Fee (1st) Maintenance Fee (2nd) Maintenance Fee (3rd)	MF1 MF2 MF3	3 years, 6 mos. from issue date 7 years, 6 mos. from issue date 11 years, 6 mos. from issue date

10. Foreign Patent Applications

Typical docketing items:

Certified Copy of		
Priority document	CCPD	per agent's report
Request Examination	REXM	per agent's report
Instruct agent re		
Response due [insert date]	INST	per agent's report
Response	RESP	per agent's report
Annuity	ANU	per agent's report
Approve Text	APTX	per agent's report
Intent to Proceed	INTP	per agent's report

11. Foreign Filing

a. Upon filing PCT cases:

Docketing	Code	Date
National Phase Reminder (18 mos.)	NP18	18 months from priority date
File Chapter II Demand	CHP2	19 months from priority date
Enter National Phase (20 mos.)	NP20	20 months from priority date
(if Chapter II Demand not filed	l)	
National Phase Reminder (28 mos.)	NP28	28 months from priority date
Enter National Phase (30 mos.)	NP30	30 months from priority date
(BR, CA, CN, JP, MX)		
Enter National Phase (31 mos.)	NP31	31 months from priority date
(AU, EP, NZ, RU, ZA)		

b. Upon receipt of Notification of International Application Number:

Docketing	Code	Date
Correct Defects	COR	1 month from action
Correct Defects (non-extendable)	CORN	16 months from priority date
Correct Priority Claim	CORP	16 months from priority date but not
•		later than 4 months from int'l filing date
Amend Claims	ACL	per PTO paper
Voluntary Amendment	VOL	per PTO paper
Reply to Written Opinion	ROPN	2 months from mailing date

12. Trademarks (U.S.)

Docketing

Foreign Filing, Statements of Use, Section 8 & 15s, Renewals, Secondary Meaning, and Section 8s, are docketed as Partner SLP; or for ELF matters, ELF KGB.

All VNU Business Media, Inc. matters should be docketed GSW KGB SLP. VNU client numbers are 00993, 03038, 03210, 03211, 03212, 03213, 03214, 03215, 03450, 03669, 03670, 03671, 03672, 03673, 03674, 03675, 03676.

Date

a. Upon filing a U.S. Trademark Application, docket for:

Code

Foreign Filing	j F	6 months from filing date
b.	When an Office Action is received,	docket for:
Docketing	Code	Date
Priority Actio 2 mor	n oths from Office Action, if applicable	PACT
Amendment	Α	Usually 6 months from Office Action (but check paper)

c. When a Final Office Action is received, docket for:

Docketing	Code	Date
Amendment F.R. (3 mos.)	A3F	3 months from Office Action
Amendment F.R./Appeal (6 mos.)	A6F	6 months from Office Action

d. When a Post Registration Office Action is received, docket for:

Docketing	Code	Date
Post Registration Action	PRAG	6 months from 8/15 (6 th) Due Date
(Grace Period Expires) Post Registration Action (6 mos.	date) PRA6	6 months from Office Action

e. Upon filing a Notice of Appeal:

Docketing	Code	Date
Docketing	Code	Date

60 days from fi	ling Notice
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Appeal Brief	A	ЭD	ea	ΙB	rie	r
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APBR

f. Upon receipt of a Notice of Allowance (after publication and opposition periods), docket for:

Docketing	Code	Date
Statement of Use	STMT	6 months from date of Notice of Allowance

g. Upon registration on principal register, docket for:

Docketing	Code	Date
Section 8 & 15 opens (5 th year)	8155	5 years from issue date
Section 8 & 15 (6 th year)	8156	6 years from issue date
Renewal	RNWL	10 years from issue date

h. Upon registration on supplemental register, docket for:

Docketing	Code	Date
Secondary Meaning	2MN	5 years from date of 1st use in commerce
Section 8 opens (5 th Year)	8-5	5 years from issue date
Section 8 (6 th Year)	8-6	6 years from issue date
Renewal	RNWL	10 years from issue date

13. Trademarks (Foreign)

Working and Renewals are docketed as Partner SLP; or for ELF matters, ELF KGB.

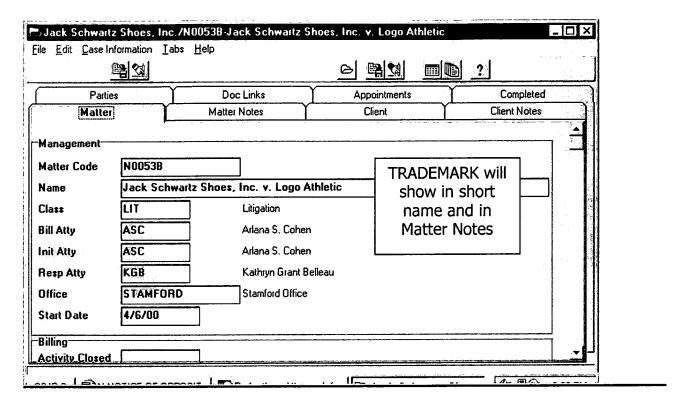
All VNU Business Media, Inc. matters should be docketed GSW KGB SLP. VNU client numbers are 00993, 03038, 03210, 03211, 03212, 03213, 03214, 03215, 03450, 03669, 03670, 03671, 03672, 03673, 03674, 03675, 03676.

Docketing	Code	Date
Instruct associate re Response due [insert date] Response	INST RESP	Take from agent's report Take from agent's report
Working/Use Renewal	WORK RNWL	Take from agent's report Usually 10 years from issue date but check report

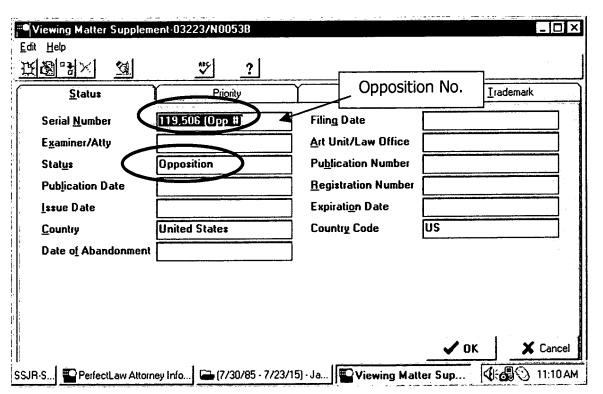
14. Trademark Oppositions

N (Notice of Opposition)

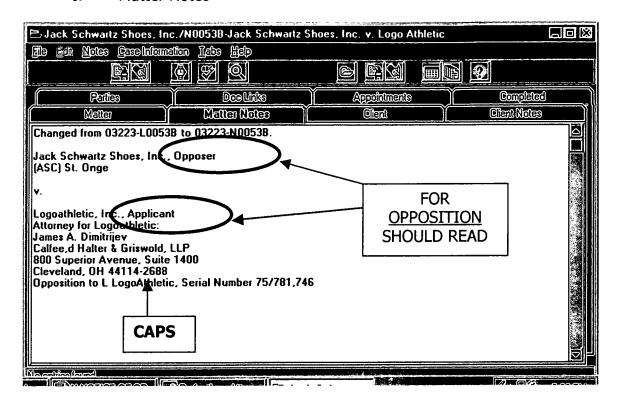
a. Matter



b. Matter Supplement



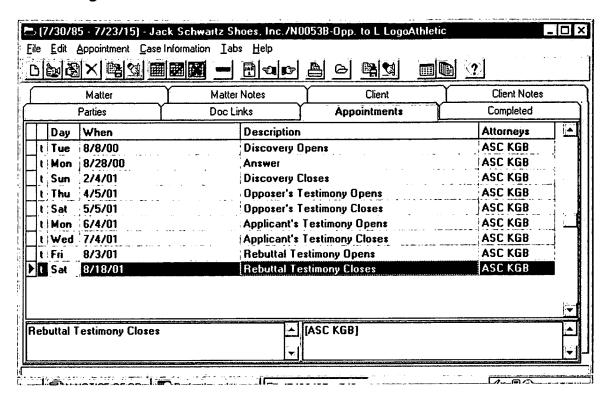
c. Matter Notes



Docketing Oppositions

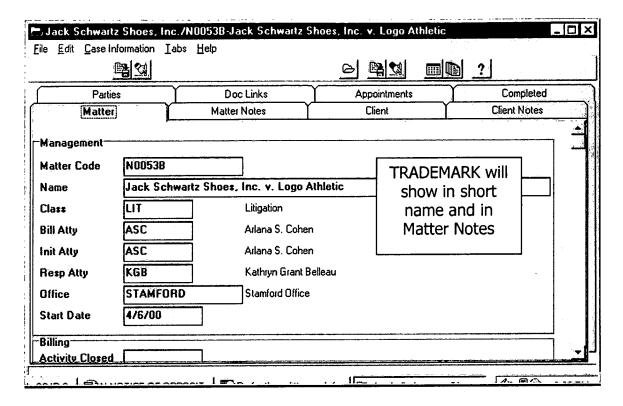
Incoming Mail	Mail Date	Description	Code	Docket Date
Answer is due (forty days after mailing date hereof)	7/19/00	Answer	ANS	8/28/00
Discovery period to open	8/08/00	Discovery Opens	NDO	8/08/00
Discovery Period to close	2/04/01	Discovery Closes	NDC	2/04/01
Testimony period for party in position of plaintiff to close: (opening 30 days prior thereto)	5/05/01	Opposer's Testimony Opens	NOTO	4/05/01
		Opposer's Testimony Closes	NOTC	5/05/01
Testimony period for party in position of defendant to close: (opening 30 days prior thereto)	7/04/01	Applicant's Testimony Opens	NATO	6/04/01
		Applicant's Testimony Closes	NATC	7/04/01
Rebuttal testimony period to close: (opening 15 days prior thereto)	8/18/01	Rebuttal Testimony Opens	NBTO	8/03/01
		Rebuttal Testimony Closes	NBTC	8/18/01
Due 60 days after Rebuttal Testimony Closes	60 days after 8/18/01 above	Opposer's Brief		10/17/01
Due 30 days after Opposer's Brief	30 days after Opposer's Brief 10/17/01	Applicant's Brief		11/16/01
Due 15 days after Applicant's Brief	(15 days after Applicant's Brief due (11/16/01)	Reply Brief)		12/01/01

Docketing

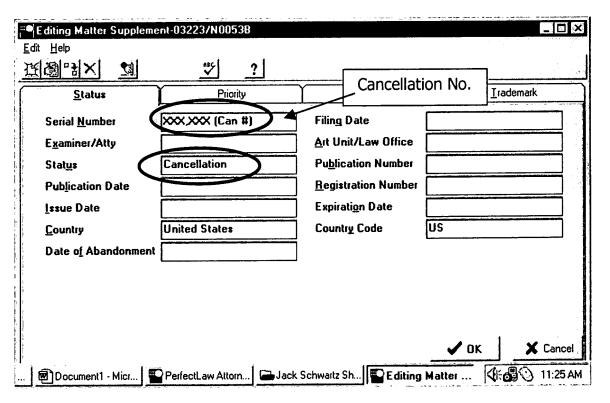


15. Cancellations

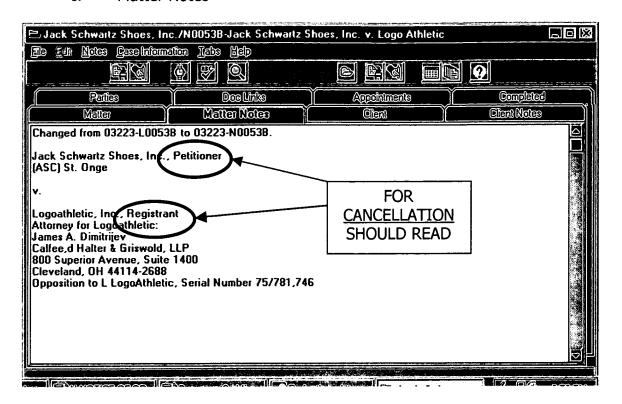
a. Matter Notes



b. Matter Supplement



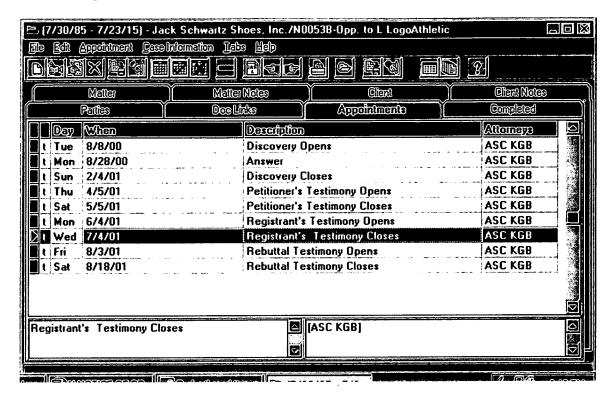
c. Matter Notes



Docketing Cancellations

Incoming Mail	Mail Date	Docket Description	Docket Code	Docket Date
Answer is due (40 days after mailing date hereof)	7/19/00	Answer	ANS	8/28/00
Discovery period to open	8/08/00	Discovery Opens	NDO	8/08/00
Discovery Period to close	2/04/01	Discovery Closes	NDC	2/04/01
Testimony period for party in position of plaintiff to close: (opening 30 days prior thereto)	5/05/01	Petitioner's Testimony Opens	NPTO	4/05/01
		Petitioner's Testimony Closes	NPTC	5/05/01
Testimony period for party in position of defendant to close: (opening thirty days prior thereto)	7/04/01	Registrant's Testimony Opens	NRTO	6/04/01
		Registrant's Testimony Closes	NRTC	7/04/01
Rebuttal testimony period to close: (opening fifteen days prior thereto)	8/18/01	Rebuttal Testimony Opens	NBTO	8/03/01
		Rebuttal Testimony Closes	NBTC	8/18/01
Briefs shall be filed in accordance with Rule 2.128(a) & (b)	60 days after 8/18/01 above	Petitioner's Brief (due 60 days after Rebuttal Testimony Closes)	NPBD	10/17/01
	30 days after Petitioner's Brief 10/17/01	Registrant's Brief (due 30 days after Petitioner's Brief)	NRBD	11/16/01
	15 days after Registrant's Brief due 11/16/01	Reply Brief (due 15 days after Registrant's Brief)	NRBR	12/01/01

Docketing



14. Domain Names

a. Upon registering a domain name:

Docketing Code Date

Domain Name Renewal DNR 2 years from registration date and annually thereafter (or as instructed)

II. FILE MAINTENANCE

A. PATENTS

 U.S. application materials shall be kept in U.S. Application Folders of common size,
 color and type. At least the color, however, should be different than those used for trademarks and international applications.

2. Upon receipt of a Notice of Allowance, an Issue Folder shall be prepared which shall contain:

any invention disclosure document, assignment documents, all records of maintenance fees, and a copy of the patent when it issues.

- 3. Upon issuance of the U.S. Patent:
 - a. The patent should be placed in the Issue Folder.
 - b. the U.S. Application Folder should be reviewed to determine if any of its contents are important to international applications. Needed items should be transferred to the International Application Folder(s), and the U.S. Application Folder should be destroyed.
 - c. The H:/docs/ drive should be reviewed to determine if it is necessary to save any old amendment or application files, and only needed items should be retained.
- 4. Upon abandonment of a U.S. Application:
 - a. The file folder should be stripped of all but essential papers as identified in 1 or 2 above, and those papers should be transferred to a pertinent U.S. or foreign file.
 - b. Computer files should be checked for unneeded files.
- 5. International Application folders should be of a common size, color and type. At least the color, however should be different than those used for trademarks and U.S. patent applications.

B. <u>TRADEMARKS</u>

U.S. and international trademark application and renewal materials shall be kept in the same folder which shall be of a common size, color and type. At least the color, however, should be different than those used for U.S. and international patent applications.

C. <u>BOX STORAGE</u>

- 1. A label in form attached should be affixed to all boxed files.
- 2. A centralized log of files in storage, including a copy of the box label.

CHECK LIST FOR POTENTIAL REPRESENTATION ST. ONGE STEWARD JOHNSTON & REENS LLC

Client No.

This document is to be completed and	retained in -G0000	file for	the client.
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1. Planaging According Time Chercic Oction Reservation	1.	Managing Attorney	Firm Client? - Other - Referral	by
--------------------------------------------------------	----	-------------------	---------------------------------	----

- 2. Client name –
- 3. Affiliated companies <u>none</u>
- 4. Known competitors <u>none</u>
- 5. Description of product(s) and market segments relevant to requested representation -
- 6. Specific services requested
 - a) critical dates <u>none</u>
 - b) requested billing arrangement <u>normal</u>
- 7. Conflict Clearance (please circulate and return to managing attorney)

	No conflict known, no equity interest, recom- commend commencing representation	Date	Should investigate potential conflict with:	Date	Hold equity interest
LHR					
GSW					
SPM					
www					
SHL					
ASC					
ELF					
RJB					

8.	Engagement letter sent and retained in -G0000 file for client
9.	Critical dates docketed
	Managing Attorney Date

Client/Matter No. This form must be: Date of Allowance a. Attached to each Notice of Allowance: b. Completed immediately by the Attorney; Issue/Fee/Drawings ___ c. Returned to Alice S. Jones for docketing. Update for Patent No Yes **Docket** PRE-ISSUE CHECK LIST Is this application to be assigned? 1. If so, has the assignment been recorded? Does this application require a claim for priority? 2. If so, has a claim for priority been filed together with a certified copy of the foreign application? Has the Examiner acknowledged receipt of the priority papers? 3. Are formal drawings required? If so, have the formal drawings been filed? Have claims been withdrawn from consideration? 4. Indicate withdrawn claims. 5. Are any division or continuation-in-part applications to be Have all references cited in corresponding foreign applica-6. tions been called to the attention of the Patent Office? Are there any other references, not of record, that should be called to the attention of the Patent Office? Before the issue fee is paid, and if the applicant has quali-7. fied as a Small Entity, has there been a check to determine whether those circumstances under which that status was obtained continue to exist (37 CFR 1.28(b))? If foreign applications have not been published, is the 8. client now interested in non-convention filing? Prepare Issue file in accordance with file maintenance 9. policy Alice S. Jones will put a two month call-up from the date of the allowance if any action is to be taken with respect to any of the questions raised above. Date Signature

FILE NO.:

RESP. ATTORNEY:

DESCRIPTION OF CONTENTS:

DATE BOXED:

PULL DATE FOR DESTRUCTION:

DESIGNATED FILE LOCATION (select one):

UHAUL

BASEMENT (only if less than 3 years old)

3RD FLOOR (only if active)

OTHER (only if less than 3 years old), DESCRIBE

h:\group manuals\Docketing.doc

St. Onge Steward Johnston & Reens LLC Run: 05/02/05

Calendar for (ALL)
From 7/9/2004 To 7/9/2004
Show: (Appointments ToDo`s)

Page 1 File: GENCAL

Friday 07/09/04

Appointments

ToDo

• No events were found for the selected date(s)!

St. Onge Steward Johnston & Reens LLC

Run: 05/02/05

Completed Events Calendar for (ALL) From 7/9/2004 To 7/9/2004

Page 1 File: GENCAL

Show: (Appointments ToDo's)

Fittlesy 07/09/04

Appointments		
ToDo	02931 P0027A	Storz Endoskop GmbH
		Handpiece For A Multifunctional Instrument For Endoscopic CANCELED APPOINTMENT: ;Maintenance Fee Due (1st) (CLIENT PAYS)
ToDo	03141	PerkinElmer LAS, Inc
	P0045E	Apparatus And Method For Differential Analysis Using Signals Maintenance Fee Due (1st)
ToDo	00529	Pirelli Tire LLC
	D0189AVE	Tire Tread Annuity (8th) (Awaiting Receipt from Agent)
ToDo	04014	Ferman & Associates LLC
	T0003A	ACCESSTENNIS CANCELED APPOINTMENT: Closed per KGB/Client 2/5/04 asj.;Amendment
ToDo	03370 P0035A	Haldex Brake Products AB
		Brake Mechanism Amendment FR/Appeal (6 mos. S.P) (Completed by MGG 3/8/04)
ToDo	01722	Near Infrared Research Corp.
	P0004B	Testing Linearity Of Methods Of Chemical Analysis Amendment (6 mos. S.P.)
ToDo	02581	Karl Storz GmbH & Co. KG
	P0418A	Medical Gripping Instrument And Method For Use CANCELED APPOINTMENT: CERTIFICATE RECEIVED 5/6/04 ASJ.;Update for Patent Number (6,730,109 - 5/4/04)
ToDo	03382	Arbitron Inc
	P0024ACA	Media Watch Improvements Instruct agent re: Response to Amendment
ToDo	02315	Custom-Pak, Inc.
	P0023C	Blow Molded Article With Retaining Feature And Method Of Cre Amendment (3 mos.)
ToDo	00833	D. Young & Co.
	P0023A	Product from Starfish CANCELED APPOINTMENT: Per SPM 7/22/04 asj.;Amendment (5 mos.)